



How to File an Application for Unemployment Benefits

1. Go to NHES Homepage at www.nhes.state.nh.us
2. Click the red **File for Benefits** link located on the left under JOB SEEKERS.
3. If a Security warning box is presented, click Yes.
4. You will be brought to the main claims page. Click the **Application for Benefits** link.
5. **Welcome:** Maximize this page by clicking the middle box at the top right corner. When you have read this page, click the **Proceed** button at the bottom of the page.

NOTE: If you use the **HELP** button anywhere in the application, click the **BACK** button to return to your application. Do NOT use the browser's **BACK** button or click the X at the top of the screen.

6. **Login** Screen. Enter your social security number twice. Enter your date of birth using the correct format. Please double-check that the date of birth is correct before proceeding. **PIN** – Personal Identification Number. Pick 4 numbers as your PIN. Please click on **HELP** if you would like a detailed explanation of the PIN. Click **Proceed**.
7. If you are new to this system, a warning page will be presented. Click on **CONTINUE**. The Login page will return with a new field to **Reenter PIN**. Enter PIN again and click **Proceed**.

NOTE: If you miss any required information, a red warning message will be given when you click the Proceed button. Enter the missing information and click Proceed again. If you have answered any question that requires additional information, a **Secondary Information** page will be presented to allow you to type in an answer to the question presented.

8. **Personal Information** Page. Enter all the information and click **Proceed**.
9. **Claim Interview** Page. Click the **Yes** or **No** circle for each question, or respond as requested. Please read each question thoroughly.
10. **Work History** Page. Enter **all** employers in the last 18 months, whether part- or full-time, in NH or another state, Federal, military, sub-contracting or self-employment. If you received any vacation, holiday, severance or other monies that were not for hours worked, be sure to click **Yes** to the separation pay question. Click **Proceed**.
11. **Claim Summary** Page. This is your opportunity to review the information you have supplied to be sure it is correct. *It is your only opportunity to change information before the claim is completed.* If you wish to change any information, click the **Edit** button for the section you wish to edit. You will be returned to the appropriate page for editing. Click **Proceed** when page is edited. Click **Proceed** when you are satisfied with the Summary.
12. **Claim Completion Notice and Agreement** Page. **This is a very important page.** Choose **Yes** or **No** for Tax Withholding. Read all statements carefully. Use the **HELP** button for details about these statements. (If you wish to print this page, most computers will do so if you press the **Ctrl** key and the **P** key at the same time. A print box will be presented. Click OK.) If you agree with all these statements, click **Agree**. You may click **Disagree**, but your claim will not be completed.
13. **Security** Page. Enter your Social Security Number twice and then your PIN. Click **Proceed**.
14. **Confirmation** Page. **This is a very important page. Filing for unemployment is a two-step process. Instructions on your next step, filing a request for payment (also known as a continued claim) are on this page and must be followed or no further action will be taken on your claim; no payments will be made.** It is recommended that you print this page. To do so, click on **Print Claim Summary**, **Send to Printer**, and then **Print** or **OK**.